

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post Panama	2. Agency STATE/PAS	3a. Position Number A71001		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number)_____ (Title)_____ (Series)_____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <u>Updated on 11/2/2015 by Kristin Stewart</u>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Cultural Affairs Specialist, 6005	FSN-10; FP-5/5	MAM	08/06/10
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (if different from official title) Senior Cultural Affairs Specialist		7. Name of Employee		
8. Office/Section U.S. Embassy Panama		a. First Subdivision Public Diplomacy		
b. Second Subdivision Cultural Affairs Section		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;"></div> <div style="border-top: 1px solid black; width: 45%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Signature of Employee</div> <div>Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;"></div> <div style="border-top: 1px solid black; width: 45%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Signature of Supervisor</div> <div>Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;"></div> <div style="border-top: 1px solid black; width: 45%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Signature of Chief or Agency Head</div> <div>Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;"></div> <div style="border-top: 1px solid black; width: 45%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Signature of Admin or Human Resources Officer</div> <div>Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position As the Senior Cultural Affairs Specialist for the Cultural Section, the incumbent serves as the principal LES advisor to the CAO and PAO for cultural programming, cultural events and issues in Panama through the maintenance of mid- and high-level contacts within Government of Panama and full range of civil society cultural and educational organizations.				

14. MAJOR DUTIES AND RESPONSIBILITIES

50% OF TIME

- In consultation with the PAO and CAO, develops and executes activities/programs related to a broad range of themes in support of Mission goals, including but not limited to, US culture and values, and cultural heritage preservation, democratic institutions, economic development, education, environmental protection, intellectual property rights, law enforcement, regional security and U.S. foreign policy to promote mutual understanding and to highlight the creativity, diversity, and dynamism of American society. Advises PAO and CAO on the most appropriate and reliable local partner organizations with which to carry out PAS programs.
- Organizes, manages, and implements a wide range of programs, including 1) programs to bring U.S. citizens to Panama as speakers and conduct speaker programs via digital video conference; 3) the prestigious International Visitor program, which brings prominent Panamanians in a wide range of fields to the U.S. for cultural immersion trips; 4) a program to provide Embassy support for local projects focused on Cultural Preservation (Ambassador's Fund for Cultural Preservation); 5) a program which brings U.S. artists paintings into the Embassy and Ambassador's Residence (Art in Embassies Program); and a scholarship program that provides two years of intensive English classes to 825 Panamanian students throughout the country (Access Program). Serves as the primary point of contact for these programs, working independently with Mission and Washington program offices to coordinate publicity and press coverage, recruit applicants, select applicants in consultation with the CAO and PAO, work with local partner organizations to ensure proper management and functioning of programs, and draft evaluation reports. Responsible for ensuring the completion of all logistical arrangements for these programs, including supervising and coordinating the participation of other members of the Public Affairs staff, other Embassy sections, and host country institutions involved in the program.
- Serves as the primary contact point between local grantee organizations for PAS programs, ensuring that grantees are informed of, and conform to, State Department Grant directives, drafting appropriate language and grantee information for the admin assistant in order to prepare grants (including providing the grantee organization with information on how to solicit a DUNS number and complete the SAM registration), distributing checks to grantee organization, monitoring the grant process to insure compliance and soliciting program and financial reports in order to monitor program outcomes, and informing PAO and CAO about the grantee's compliance with State Department regulations.

40% OF TIME

- Serves as advisor to PAO and CAO on English language and cultural activities. Cultivates and maintains high-level contacts with the Ministry of Education, National Institute of Culture, English teaching community, Panama TESOL organization and other educational and cultural institutions. Identifies opportunities for cultural exchange programs which would advance MSP goals, in coordination with PAO and CAO. Manages the programs that bring English Language Specialists and English Language Fellows to local universities. Coordinates directly with the Regional English Language Officer (RELO), organizing periodic visits for the RELO throughout Panama, working directly with English teachers in country to ensure that they take advantage of State Department-funded training programs to improve English teaching quality in Panama.
- Serves as the first Embassy point of contact for the Center for English Language Immersion (CELI), the American Corner at CELI, and the Universidad Latina, the Embassy's partner in that initiative. Visits CELI regularly to monitor quality and to supervise the IRC Director; advises the PAO and CAO as to progress and new developments. Develops cultural outreach programming to support the American Corner. Selects materials and books in accordance with Mission goals for distribution to academic and cultural institutions. Maintains and supervises the distribution of State Department publications and poster shows and English Teaching Forum Magazine.

10% OF TIME

- Supervises post-funded programs which bring U.S. artists in contact with local audiences and at-risk youth. Acts as liaison with host institutions, preparing and translating promotional materials as necessary to support the program, coordinating publicity and press coverage with the Information Section as well as drafting evaluation reports. Frequently reports on Public Diplomacy programs using the Mission Activity Tracker (MAT) and Serves as MAT Post Administrator to enable the Public Affairs Section to communicate with Washington about the programs we conduct and their impact.

NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: University degree in any liberal arts or fine arts/humanities area, business, English teaching, education, or related field is required.
- b. Prior Work Experience: From five to seven years of progressively responsible experience in cultural activities, English teaching, university teaching or related fields is required. At least one year experience must be related to English teaching, translation or professional training is required.
- c. Post Entry Training: Professional training as appropriate.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read): Level IV (Fluent) Speaking/Reading Spanish is required. Level IV (Fluent) Speaking/Reading English is required.
- e. Job Knowledge: Thorough knowledge of U.S. and country's political, economic, cultural structures is required. Knowledge of and contact with key figures from above communities is required. Knowledge of programming venues, alternatives and techniques is required. Knowledge of Microsoft Office Suite is required
- f. Skills and Abilities: Ability to develop and maintain extensive network of high-level contacts in fields listed in 15e. is required. Ability to plan and execute programming is required. Ability to draft correspondence and reports in English and Spanish is required. Must have excellent organization and interpersonal skills, consulting and advising when appropriate. Must be able to design and manage cultural and educational and largely work independently.

16. POSITION ELEMENTS

- a. Supervision Received: Directly supervised by the CAO.
- b. Supervision Exercised: None.
- c. Available Guidelines: Department of State/Foreign Affairs policies and procedures, Mission Performance Plan, Washington program office guidance, guidance from CAO and PAO, and professional experience.
- d. Exercise of Judgment: Advise CAO and PAO on utility of public diplomacy programs, methods of developing programs, and appropriate audiences. Manages multiple programs and activities, consulting when necessary.
- e. Authority to Make Commitments: Acts as primary interface in collaborating with host cultural institutions. Has authority to represent the Public Affairs section and to commit USG resources to programs with prior consultation and approval of CAO, PAO, and/or Washington program offices.
- f. Nature, Level, and Purpose of Contacts: Initiate and maintain relations with a wide range of mission and host-country high-level officials and leaders in government and the private sector, including academic, commercial, cultural, economic institutions. Provide policy guidance and information on PAS programs/activities. Keep informed of host-country policies and programs that relate to or affect PAS programs.
- g. Time Expected to Reach Full Performance Level: Twelve months.

